

**CITY OF ST. PETE BEACH  
GENERAL EMPLOYEES' RETIREMENT SYSTEM BOARD OF TRUSTEES  
QUARTERLY MEETING MINUTES  
City Hall, 2<sup>nd</sup> Floor Conference Room, 155 Corey Avenue, St. Pete Beach, FL 33706**

Thursday, January 16, 2025, at 8:30AM

**TRUSTEES PRESENT:** Nancy Schultz  
Laura Williamson  
Tim McLean  
Luke Jacobsen  
Brad Fauth

**TRUSTEES ABSENT:** None

**OTHERS PRESENT:** David Wheeler, Graystone Consulting  
TJ Loew, Graystone Consulting  
Patrick Donlan, Foster & Foster  
Tiffany Fair, Foster & Foster  
Lindsey Garber, Klausner, Kaufman, Jensen & Levinson

- I. **Call to Order** – Nancy Schultz called the meeting to order at 8:30AM and led the Pledge of Allegiance and a quorum was determined.
- II. **Roll Call** – As reflected above.
- III. **Public Comments** – None.
- IV. **Approval of Minutes**
  1. November 19, 2024, quarterly meeting

**November 19, 2024, quarterly meeting minutes were approved as presented, upon motion by Laura Williamson and second by Tim McLean; motion carried 5-0.**

**V. New Business**

1. Election of officers
  - a. Tiffany Fair commented that the election of officers is held every two years per Operating Rules and Procedures and the last election was December 9, 2022. Currently, the Chairperson is Nancy Schultz, Vice Chair is Tim Mclean, and Secretary is Laura Williamson. Tiffany reminded the Board they needed a motion to retain the current trustees in the respective positions or nomination of another trustee to be elected.

**The Board voted to approve retaining the current trustees in the respective positions of Nancy Schultz as Chairperson, Tim McLean as Vice Chair, and Laura Williamson as**

**Secretary, upon motion by Nancy Schultz and second by Bradley Fauth; motion carried 5-0.**

## **VI. Reports**

1. Foster & Foster, Patrick Donlan, Board Actuary
  - a. October 1, 2024 actuarial valuation report
    - i. Patrick Donlan reminded the Board that the contributions set within the report were applicable to the plan for fiscal year ending September 30, 2026.
    - ii. Patrick Donlan reviewed the contribution requirements in the report compared to the requirements set in the October 1, 2023 actuarial valuation and commented that the minimum required contribution increased from \$664,346.00 to \$710,155.00. The increase was attributable to a change in the investment return assumption from 7.00% net of investment related expenses to 7.00% gross of investment related expenses.
    - iii. The Board, David Wheeler, and Patrick Donlan discussed the contribution shortfall of \$73,751.75. Patrick referred to the reconciliation of city shortfall and prepaid contribution within the report that showed the breakdown. The Board asked who at the city could help get that amount deposited into the plan. Patrick commented that he would work with Sheila Dalton.
    - iv. Patrick Donlan reviewed the actuarial asset valuation.
    - v. Patrick Donlan reviewed the valuation participation reconciliation.
    - vi. Patrick Donlan went over the detailed actuarial gain and loss analysis.
    - vii. Patrick Donlan reviewed the reconciliation of unfunded actuarial accrued liabilities (UAAL) and commented that the oldest of the payments would be fully amortized in four years. In response to a question, Patrick indicated that he saw no adverse trends in the UAAL amortization in the near term.
    - viii. Patrick reviewed the comparative summary of principal valuation results.
    - ix. Plan experience was unfavorable overall on the basis of the plan's actuarial assumptions. The primary source of actuarial loss was inactive mortality experience. This loss was offset in part by a gain associated with an investment return of 7.12% (Actuarial Asset Basis) which exceeded the 7.00% assumption.
  - b. Projected benefits payment
    - i. Patrick Donlan shared the projected benefits payment spreadsheet with the Board and a discussion ensued about contacting inactive participants that were eligible to take their benefit but had yet to do so.

**The Board voted to approve the October 1, 2024 actuarial valuation report as presented, upon motion by Tim McLean and second by Laura Williamson; motion carried 5-0.**

The Board voted the declaration of returns for the plan shall be 7.00% for the next year, the next several years, and the long-term thereafter gross of investment-related expenses upon motion by Laura Williamson and second by Nancy Schultz; motion carried 5-0.

2. Graystone Consulting, David Wheeler and TJ Loew, Investment Consultants
  - a. Quarterly performance report December 31, 2024
    - i. David Wheeler gave an overview of the market environment over the quarter.
    - ii. Total fund net returns for the quarter were -0.27%, outperforming the policy benchmark of -0.31%. For the 1, 3, 5, 7, and 10-year trailing periods, total fund gross returns were 13.19%, 2.72%, 7.10%, 7.09%, and 6.80%, compared to the respective benchmarks of 12.94%, 2.46%, 6.82%, 6.82%, and 6.55%. Since inception (08/01/2006), total fund gross returns were 7.14%, outperforming the benchmark of 6.81%.
    - iii. TJ Loew reviewed the total fund and commented that while the portfolio performance was right on the benchmarks, the active managers would be expected to outperform when volatility increased. The portfolio earned about \$1.5 million ending the year at \$13.3 million.
    - iv. TJ Loew reviewed asset allocation compliance.
    - v. TJ Loew reviewed manager's performance.
3. Klausner, Kaufman, Jensen & Levinson, Lindsey Garber, Board Attorney
  - a. Addendum to administration services agreement
    - i. Lindsey Garber reviewed the addendum to the administration services agreement reflecting the fee proposal agreed upon at the last meeting.
  - b. New withholding requirements
    - i. Lindsey Garber reviewed the new withholding requirements.
    - ii. Tiffany Fair confirmed that no retirees currently reside out of the country.

## **VII. Old Business**

1. Missing benefit recipient process
  - a. The Board requested a documented process or checklist of steps taken to locate a recipient who was owed benefits. It was suggested to prioritize people who were near or past the required minimum distribution age.
  - b. Tiffany Fair commented she would bring a draft to the next meeting.

## **VIII. Consent Agenda**

1. Payment ratification
  - a. Warrant #56
2. New invoices for payment
  - a. None.
3. Fund Activity Report for November 13, 2024, through January 9, 2025

The consent agenda was approved as presented, upon motion by Laura Williamson and second by Tim McLean; motion carried 5-0.

**IX. Staff Reports, Discussion, and Action**

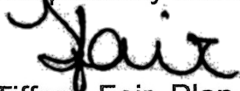
1. Foster & Foster, Tiffany Fair, Plan Administrator
  - a. Educational opportunities
    - i. Tiffany Fair discussed the upcoming educational opportunities available to the Board.
  - b. Quorum email address
    - i. Tiffany Fair informed the Board of a new email address that would be coming from Foster & Foster confirming attendance at the meetings and encouraged the Board to reply to the email in a timely manner to confirm their attendance at upcoming meetings.

**X. Trustees' Reports, Discussion, and Action – None.**

**XI. Adjournment – The meeting adjourned at 9:45AM.**

**XII. Next Meeting Date – Thursday, April 17, 2025, at 10:30AM, Quarterly Meeting**

Respectfully submitted by:



Tiffany Fair, Plan Administrator

Approved by:



Laura Williamson, Secretary

Date Approved by the Pension Board: April 17, 2025